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<b>Bulletin Number</b>	35010BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	SENIOR GENERAL MAINTENANCE WORKER
<b>Exam Number</b>	R6622E
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	04/28/2014
<b>Filing End Date</b>	05/16/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$3,194.50
<b>Salary Maximum</b>	\$4,178.00
<b>Position/Program Information</b>	<p>Supervises and participates in the work of a small crew performing a variety of minor general building maintenance and repair work; or, in a non-supervisory capacity, performs such work where the independence of action necessary and the difficulty of the operations exceed that normally expected of the General Maintenance Worker class.</p> <p>Positions allocable to this class typically report to a General Maintenance Supervisor and have responsibility for supervising a small crew performing a variety of minor general building maintenance repair work and also for performing a variety of general maintenance and repair work such as carpentry, electrical, masonry, painting, plumbing, mechanical, and other related work. For positions performing in a non-supervisory capacity, incumbents function independently and perform the more difficult repair and maintenance work.</p>
<b>Essential Job Functions</b>	<p>Supervises and performs a variety of general maintenance and repair work such as:</p> <p>Carpentry: Creates and installs shelves, cabinets, and chair rails; hangs pictures and bulletin boards; sands and refinishes furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.</p> <p>Electrical: Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters; performs minor rewiring; installs electrical outlets and light and fluorescent fixtures.</p> <p>Masonry: Patches broken asphalt and concrete and plaster surfaces; replaces loose bricks or ceramic tile.</p> <p>Painting: Paints shelves, cabinets, and furniture; performs maintenance painting on interior and exterior of buildings; paints motors and other mechanical equipment.</p> <p>Plumbing: Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipe lines using a snake, force cup, or chemicals; assists in steamfitting work; under direction, installs plumbing fixtures, and water and sewage lines.</p>

Mechanical: Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; performs minor maintenance and adjustments on heating, cooling, or ventilating systems; maintains sewing machines, washing machines, electrical appliances, and kitchen equipment.

Miscellaneous: Replaces glass in windows, doors, and partitions; performs minor sheet metal work; makes minor roof repairs; sharpens saws and power tool bits and blades, performs grounds and garden maintenance. Inspects buildings to insure safety and to determine need for repair or maintenance.

Keeps records and makes reports of performed work and services.

Operates low-pressure boilers and auxiliary equipment as needed.

Maintains and repairs various types of equipment and tools as needed.

Responsible for scheduling maintenance work and ordering supplies and materials as needed.

Supervises patient helpers, public assistance recipients, juvenile court wards, or inmates in general building maintenance work as needed.

Drives automotive equipment in performance of duties as needed.

**Requirements**

**MINIMUM REQUIREMENTS:** Three years' experience in general building maintenance and repair, involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work at the level of General Maintenance Worker\*.

**Physical Class**

**Physical Class III – Moderate:** Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. A California Class B Driver License may also be required for appointment to some positions within the class.

**Special  
Requirement  
Information**

\*General Maintenance Worker is defined as performs general building maintenance and repair work.

**OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE THE APPLICANT'S QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

Successful applicants for the positions that require driving must obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A Copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked.

**Withhold Information:** Permanent employees who have completed their

initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.**

**Examination  
Content**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering mechanical principles (basic knowledge of carpentry, electrical, masonry, painting, and plumbing), mechanical principles (tool identification), mechanical comprehension, safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment.

Applicants who are also concurrently applying for General Maintenance Worker (R6619G) and General Maintenance Supervisor (R6625D) will take the test one time. The resulting score will be transferred to all applicable examinations for which you applied.

Applicants who have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon your application is received, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet Minimum Requirements and achieve a passing score of 70% or higher on all test parts in order to be placed on the Eligible List.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

An eligible list resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**Job Opportunity  
Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet**

**Application and  
Filing  
Information**

**the qualifying requirements. Applicants must indicate their department name on the employment application.**

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=35010BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=35010BR)

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los  
Angeles  
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

**COUNTY OF LOS ANGELES BULLETIN INFORMATION**

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Eric De Guia
<b>Department Contact Phone</b>	(213) 738-2057
<b>Department Contact Email</b>	edegua@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	(213)738-2057
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Alternate TTY Phone</b>	(800) 897-0077
<b>Job Field</b>	Building Crafts/Facilities Maintenance
<b>Job Type</b>	Service/Maintenance

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